

CONTRACTOR INDUCTION CHECKLIST

Contractor Name:

Start Date: / /

Company representing:

Introduction

- ☐ Explained layout and activities of the farm
- ☐ Explained who to report to

Job Introduction

- ☐ Explained roles and responsibilities for contractors
- ☐ Copy of liability insurance provided
- ☐ Explained how to report hazards & OHS issues, documents required and to whom
- ☐ Dress code and required PPE for the job
- ☐ Established level of contractor competency by reviewing licenses (copy retained)
- ☐ Explained personal health and hygiene requirements whilst working
- ☐ Explained relevant hazards in the workplace and how they are controlled (explain Standard Operating Procedures) Introduced to supervisor/manager
- ☐ Explained where first aid kit is located
- ☐ Shown the work area, toilet, drinking water and eating facilities.
- ☐ Shown how to safely use, store and maintain tools, machinery, vehicles and hazardous substances that are provided to complete the task
- ☐ Identified location of MSDS
- ☐ Explained procedure for working alone
- ☐ Identified emergency assembly point and procedures

Contractor Conditions (Explained)

- | | |
|---|---|
| <input type="checkbox"/> Work times and meal breaks | <input type="checkbox"/> Invoicing and tax details |
| <input type="checkbox"/> Reporting injuries | <input type="checkbox"/> Plant & Equipment register |

Conducted by:Date: / /